



ABERDEEN SCHOOL DISTRICT

POLICIES AND REGULATIONS

NEPN Code: EDC-E

TECHNOLOGY EQUIPMENT CHECKOUT AGREEMENT

1. Person Taking Custody of Equipment:

Name: _____ Address _____

Phone Number: _____ Need for Equipment _____

2. Dates: Check Out: _____ Due Date: _____ Return: _____

Unless notified by the Director of Technology or designee to return the equipment earlier.

TO BE COMPLETED BY TECHNOLOGY DEPARTMENT:

3. Technology Description: Make & Model _____

Serial Number: _____ Current Operating Condition: _____

4. Other Equipment or Software Description: Item: _____

Make & Model: _____

Serial Number: _____ Current Operating Condition: _____

BY CHECKING OUT THIS EQUIPMENT I AGREE AS FOLLOWS:

A. That I will return the equipment by the date specified above in good operating condition and virus free.

B. I will not violate the terms of any software license for the equipment. I will not copy any of the software for personal use or to be resold.

C. I will not add any software to the computer.

D. I will use a surge protector with any school district equipment.

E. That I am personally liable for the loss of the equipment as well as any damage to the equipment and I hereby authorize the District to deduct the cost of repairing or replacing any lost or stolen equipment from any amounts owed to me by the District under my employment agreement with the District. I also agree that I will promptly notify my Principal in the event of damage to or loss of the equipment.

F. That the equipment is to be used for professional development and not recreational use.

Dated this _____ day of _____, 20_____.

Borrower Signature

Director of Technology or Designee Signature

TO BE COMPLETED UPON RETURN:

Date Returned: _____

Employee Returning Equipment Signature

Director of Technology or Designee Equipment Returned to Signature

This form must be kept on file for one year after return of equipment. Copy should be provided to borrower upon request.

REF: EDC

ADOPTED: July 27, 1995

REVISED: March 13, 2000

REVISED: January 9, 2006

REVIEWED: November 28, 2011

REVIEWED: March 14, 2016